

State of Nevada - Department of Personnel - Training Calendar

January 1 - June 30, 2004

To Register for Classes (SEE LAST PAGE) For
 HELP registering, please contact your Agency's training representative, or call the IFS help desk at (775) 684-8696

Day 1	Day 2	Day 3	Course Name	Start Time	End Time
Carson City			Classes		
01/06			IFS-HR ADVANTAGE NAVIGATION	9:00 AM	12:00 PM
01/06			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
01/06			IFS-HR ADVANTAGE TIME SHEET ENTRY	1:00 PM	4:00 PM
01/06			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
01/07			CHANGE HAPPENS: DEALING WITH IT	8:30 AM	12:00 PM
01/07			IFS-HR ADVANTAGE APPOINTMENT/ESMT ENTRY	8:30 AM	12:00 PM
01/13			ALCOHOL AND DRUG TESTING PROGRAM	8:30 AM	10:30 PM
01/13			COACHING FOR SUPERVISORS	8:30 AM	12:00 PM
01/14			ESSENTIALS OF STATE PURCHASING	8:30 AM	12:00 PM
01/14			EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
01/15			ADVANTAGE PURCHASING	8:00 AM	12:00 PM
01/15			EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
01/15			SEXUAL HARASSMENT PREVENTION (New Employees)	9:00 AM	12:00 PM
01/15			ADVANTAGE FIXED ASSETS	1:00 PM	3:00 PM
01/21	01/22	01/23	CERTIFICATION FOR STATE CONTRACT MANAGERS	8:30 AM	4:30 PM
01/21			MANAGING PUBLIC RECORDS	8:30 AM	9:30 PM
01/21			ORIENTATION TO STATE EMPLOYMENT	8:30 AM	12:00 PM
01/21			NV RECORDS RETENTION & DISPOSITION SCHEDULES	9:45 AM	12:00 PM
01/21			DESIGNING EFFECTIVE FILING SYSTEMS	1:00 PM	3:00 PM
01/21			MANAGING YOUR DESKTOP CLUTTER	3:15 PM	5:00 PM
01/22			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
01/22			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
01/27			IT'S ALL ABOUT ATTITUDE: IT'S ALL ABOUT ME	8:30 AM	12:00 PM
01/29			COMMUNICATION: WHAT'S MY STYLE	8:30 AM	12:00 PM
02/04			CONFLICT RESOLUTION FOR SUPERVISORS	8:30 AM	12:00 PM
02/04			MOTIVATION FOR SUPERVISORS	1:00 PM	4:30 PM
02/10			EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
02/11			COMMUNICATION: BACK TO THE BASICS	8:30 AM	12:00 PM
02/12			COMMUNICATION: WRITING FOR SUCCESS I	8:30 AM	12:00 PM
02/12			COMMUNICATION: WRITING FOR SUCCESS II	1:00 PM	4:30 PM
02/19			MANAGING STRESS	1:30 AM	4:30 PM
02/19			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
02/19			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
02/25			SETTING GOALS TO ACHIEVE RESULTS	8:30 AM	4:30 PM
02/26			COMMUNICATION CONFLICT: WHAT NOW?	8:30 AM	12:00 PM
03/02			PROGRESSIVE DISCIPLINARY PROCEDURES	8:00 AM	12:00 PM
03/02			LEADERSHIP FOR SUPERVISORS	8:30 AM	12:00 PM
03/03			MANAGING MEETINGS	8:30 AM	12:00 PM
03/09			INTERVIEWING & HIRING	8:30 AM	12:00 PM

Day 1	Day 2	Day 3	Course Name	Start Time	End Time
			Carson City Classes		
03/09			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
03/09			ALCOHOL AND DRUG TESTING PROGRAM	1:00 PM	3:00 PM
03/09			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
03/11			EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
03/16			SEXUAL HARASSMENT PREVENTION (New Employees)	9:00 AM	12:00 PM
03/16			PLANNING & PERFORMANCE MEASURES	9:00 AM	12:30 PM
03/17			ORIENTATION TO STATE EMPLOYMENT	8:30 AM	12:00 PM
03/23			HANDLING OF GRIEVANCES	8:30 AM	12:00 PM
03/24	03/25	03/26	CERTIFICATION FOR STATE CONTRACT MANAGERS	8:30 AM	4:30 PM
03/25			ADVANTAGE PURCHASING	8:00 AM	12:00 PM
04/01			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	12:00 PM
04/01			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
04/06			IFS-HR ADVANTAGE NAVIGATION	9:00 AM	12:00 PM
04/06			IFS-HR ADVANTAGE TIME SHEET ENTRY	1:00 PM	4:00 PM
04/07			EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
04/07			IFS-HR ADVANTAGE APPOINTMENT/ESMT ENTRY	8:30 AM	12:00 PM
04/08			CONFLICT RESOLUTION FOR SUPERVISORS	8:30 AM	12:00 PM
04/13			ESSENTIALS OF STATE PURCHASING	8:30 AM	12:00 PM
04/13			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
04/13			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:30 PM
04/22			EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
04/27			HANDLING OF GRIEVANCES	8:30 AM	12:00 PM
05/11			MANAGING STRESS	1:30 AM	4:30 PM
05/11			CUSTOMER SERVICE: PRACTICES	8:30 AM	12:00 PM
05/11			CUSTOMER SERVICE: OFFICE ETIQUETTE	1:00 PM	4:30 PM
05/12	05/13	05/14	CERTIFICATION FOR STATE CONTRACT MANAGERS	8:30 AM	4:30 PM
05/13			COMMUNICATION: LISTEN UP	8:30 AM	12:00 PM
05/13			COMMUNICATION CONFLICT: WHAT NOW?	1:00 PM	4:30 PM
05/18			PROGRESSIVE DISCIPLINARY PROCEDURES	8:00 AM	12:00 PM
05/18			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
05/18			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
05/19			MANAGING PUBLIC RECORDS	8:30 AM	9:30 PM
05/19			TEAM BUILDING FOR SUPERVISORS	8:30 AM	12:00 PM
05/19			NV RECORDS RETENTION & DISPOSITION SCHEDULES	9:45 AM	12:00 PM
05/19			LEADERSHIP FOR SUPERVISORS	1:00 PM	4:30 PM
05/19			DESIGNING EFFECTIVE FILING SYSTEMS	1:00 PM	3:00 PM
05/19			MANAGING YOUR DESKTOP CLUTTER	3:15 PM	5:00 PM
05/20			ADVANTAGE PURCHASING	8:00 AM	12:00 PM
05/20			ADVANTAGE FIXED ASSETS	1:00 PM	3:00 PM
05/26			SEXUAL HARASSMENT PREVENTION (New Employees)	9:00 AM	12:00 PM
05/28			ORIENTATION TO STATE EMPLOYMENT	8:30 AM	12:00 PM
06/02			COACHING FOR SUPERVISORS	8:30 AM	12:00 PM
06/02			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
06/02			DELEGATION FOR SUPERVISORS	1:00 PM	4:30 PM

Day 1	Day 2	Day 3	Course Name	Start Time	End Time
			Carson City	Classes	
06/02			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
06/03			SETTING GOALS TO ACHIEVE RESULTS	8:30 AM	4:30 PM
06/08			ALCOHOL AND DRUG TESTING PROGRAM	8:30 AM	10:30 PM
06/09			EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
06/10			EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
06/15			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
06/15			PLANNING & PERFORMANCE MEASURES	9:00 AM	12:30 PM
06/15			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
06/22			COMMUNICATION: WRITING FOR SUCCESS I	8:30 AM	12:00 PM
06/22			COMMUNICATION: WRITING FOR SUCCESS II	1:00 PM	4:30 PM
06/24			CONFLICT RESOLUTION FOR SUPERVISORS	8:30 AM	12:00 PM
06/24			DECISION MAKING FOR SUPERVISORS	1:00 PM	4:30 PM
			Elko	Classes	
01/13			ALCOHOL AND DRUG TESTING PROGRAM	8:30 AM	10:30 AM
01/14			EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
01/15			EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
04/19			ALCOHOL AND DRUG TESTING PROGRAM	2:30 PM	4:30 PM
04/20			EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
04/21			INTERVIEWING & HIRING	8:30 AM	12:00 PM
04/21			COACHING FOR SUPERVISORS	1:00 PM	4:30 PM
04/22			LEADERSHIP FOR SUPERVISORS	8:30 AM	12:00 PM
04/22			CONFLICT RESOLUTION FOR SUPERVISORS	1:00 PM	4:30 PM
04/23			PROGRESSIVE DISCIPLINARY PROCEDURES	8:00 AM	12:00 PM
			Fallon	Classes	
01/13			ALCOHOL AND DRUG TESTING PROGRAM	8:30 AM	10:30 AM
01/14			EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
01/15			EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
			Las Vegas	Classes	
01/05			COMMUNICATION: WRITING FOR SUCCESS I	8:30 AM	12:00 PM
01/05			COMMUNICATION: WRITING FOR SUCCESS II	1:00 PM	4:30 PM
01/08			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
01/08			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
01/12			SETTING GOALS TO ACHIEVE RESULTS	8:30 AM	4:30 PM
01/13			DECISION MAKING FOR SUPERVISORS	8:30 AM	12:00 PM
01/13			CONFLICT RESOLUTION FOR SUPERVISORS	1:00 PM	4:30 PM
01/14			EQUAL EMPLOYMENT OPPORTUNITY	8:30 AM	3:30 PM
01/21			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
01/21			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
01/23			ORIENTATION TO STATE EMPLOYMENT	8:30 AM	11:30 AM
01/26			CUSTOMER SERVICE: PRACTICES	8:30 AM	12:00 PM
01/26			CUSTOMER SERVICE: OFFICE ETIQUETTE	1:00 PM	4:30 PM
01/27			SEXUAL HARASSMENT PREVENTION (New Employees)	8:30 AM	11:30 PM
02/02			ALCOHOL AND DRUG TESTING PROGRAM	2:30 PM	4:30 PM

Day 1	Day 2	Day 3	Course Name	Start Time	End Time
			Las Vegas Classes		
02/03			IFS-HR ADVANTAGE NAVIGATION	8:30 AM	12:00 PM
02/03			EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
02/03			IFS-HR ADVANTAGE NAVIGATION	8:30 AM	12:00 PM
02/03			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
02/03			IFS-HR ADVANTAGE TIME SHEET ENTRY	1:00 PM	4:00 PM
02/03			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
02/04			INTERVIEWING & HIRING	8:30 AM	12:00 PM
02/04			IFS-HR ADVANTAGE APPOINTMENT/ESMT ENTRY	8:30 AM	12:00 PM
02/04			COACHING FOR SUPERVISORS	1:00 PM	4:30 PM
02/05			LEADERSHIP FOR SUPERVISORS	8:30 AM	12:00 PM
02/05			CONFLICT RESOLUTION FOR SUPERVISORS	1:00 PM	4:30 PM
02/06			PROGRESSIVE DISCIPLINARY PROCEDURES	8:00 AM	12:00 PM
02/12			MANAGING STRESS	8:30 AM	12:00 PM
02/12			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
02/12			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
02/18			SEXUAL HARASSMENT PREVENTION (New Employees)	8:30 AM	11:30 PM
02/24			HANDLING OF GRIEVANCES	1:00 PM	4:30 PM
02/25			DESIGNING EFFECTIVE FILING SYSTEMS	1:00 AM	3:00 PM
02/25			MANAGING YOUR DESKTOP CLUTTER	8:30 AM	9:30 PM
02/25			NV RECORDS RETENTION & DISPOSITION SCHEDULES	9:45 AM	12:00 PM
02/25			MANAGING PUBLIC RECORDS	3:15 PM	5:00 PM
03/02			EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	3:30 PM
03/02			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
03/02			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
03/09			DELEGATION FOR SUPERVISORS	8:30 AM	12:00 PM
03/09			TEAM BUILDING FOR SUPERVISORS	1:00 PM	4:30 PM
03/10			MOTIVATION FOR SUPERVISORS	8:30 AM	12:00 PM
03/17			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
03/17			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
03/19			ORIENTATION TO STATE EMPLOYMENT	8:30 AM	11:30 AM
03/29			COMMUNICATION: WRITING FOR SUCCESS I	8:30 AM	12:00 PM
03/29			COMMUNICATION: WRITING FOR SUCCESS II	1:00 PM	4:30 PM
03/30			MANAGING MEETINGS	8:30 AM	12:00 PM
03/31			SEXUAL HARASSMENT PREVENTION (New Employees)	8:30 AM	11:30 PM
04/01			EQUAL EMPLOYMENT OPPORTUNITY	8:30 AM	3:30 PM
04/05			CHANGE HAPPENS: DEALING WITH IT	8:30 AM	12:00 PM
04/06			COMMUNICATION: BACK TO THE BASICS	8:30 AM	12:00 PM
04/06			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
04/06			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
04/14			SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
04/14			SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
04/19			COMMUNICATION CONFLICT: WHAT NOW?	8:30 AM	12:00 PM
04/20			IT'S ALL ABOUT ATTITUDE: IT'S ALL ABOUT ME	8:30 AM	12:00 PM
04/21	04/22	04/23	CERTIFICATION FOR STATE CONTRACT MANAGERS	8:30 AM	4:30 PM

Day 1 Day 2 Day 3

Course Name

Start
Time

End
Time

Las Vegas Classes

04/26	COMMUNICATION: WHAT'S MY STYLE	8:30 AM	12:00 PM
04/27	SEXUAL HARASSMENT PREVENTION (New Employees)	8:30 AM	11:30 PM
04/28	ESSENTIALS OF STATE PURCHASING	8:30 AM	12:00 PM
04/30	COMMUNICATION: LISTEN UP	8:30 AM	12:00 PM
05/04	CONFLICT RESOLUTION FOR SUPERVISORS	8:30 AM	12:00 PM
05/04	IFS-HR ADVANTAGE NAVIGATION	8:30 AM	12:00 PM
05/04	IFS-HR ADVANTAGE TIME SHEET ENTRY	1:00 PM	4:00 PM
05/04	HANDLING OF GRIEVANCES	1:00 PM	4:30 PM
05/05	IFS-HR ADVANTAGE APPOINTMENT/ESMT ENTRY	8:30 AM	12:00 PM
05/05	EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
05/06	COACHING FOR SUPERVISORS	8:30 AM	12:00 PM
05/06	ALCOHOL AND DRUG TESTING PROGRAM	1:00 PM	3:00 PM
05/10	SETTING GOALS TO ACHIEVE RESULTS	8:30 AM	4:30 PM
05/12	SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
05/12	SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
05/13	MANAGING STRESS	8:30 AM	12:00 PM
05/18	EQUAL EMPLOYMENT OPPORTUNITY	8:30 AM	3:30 PM
05/20	SEXUAL HARASSMENT PREVENTION (New Employees)	8:30 AM	11:30 PM
05/21	ORIENTATION TO STATE EMPLOYMENT	8:30 AM	11:30 AM
05/26	SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
05/26	SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
06/01	SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
06/01	SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
06/07	EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
06/08	ALCOHOL AND DRUG TESTING PROGRAM	8:30 AM	10:30 PM
06/09	PROGRESSIVE DISCIPLINARY PROCEDURES	1:00 PM	5:00 PM
06/10	COMMUNICATION CONFLICT: WHAT NOW?	8:30 AM	12:00 PM
06/16	SEXUAL HARASSMENT PREVENTION (New Employees)	8:30 AM	11:30 AM
06/22	SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 PM
06/22	SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
06/23	MANAGING YOUR DESKTOP CLUTTER	8:30 AM	9:30 PM
06/23	NV RECORDS RETENTION & DISPOSITION SCHEDULES	9:45 AM	12:00 PM
06/23	DESIGNING EFFECTIVE FILING SYSTEMS	1:00 PM	3:00 PM
06/23	MANAGING PUBLIC RECORDS	3:15 PM	5:00 PM
06/29	PLANNING & PERFORMANCE MEASURES	1:00 PM	4:30 PM

Reno Classes

01/13	ALCOHOL AND DRUG TESTING PROGRAM	8:30 AM	10:30 AM
01/13	ALCOHOL AND DRUG TESTING PROGRAM	8:30 AM	10:30 AM
01/14	EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
01/14	EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
01/15	EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
01/15	EVALUATING EMPLOYEE PERFORMANCE	8:30 AM	4:30 PM
02/04	SEXUAL HARASSMENT PREVENTION (New Employees)	9:00 AM	12:00 PM
02/04	EVALUATING EMPLOYEE PERFORMANCE	9:00 AM	5:00 PM

Day 1 Day 2 Day 3

Course Name

Start
Time

End
Time

Reno

Classes

02/10	COMMUNICATION: LISTEN UP	9:00 AM	12:30 PM
02/12	SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
02/12	SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
02/24	ORIENTATION TO STATE EMPLOYMENT	8:30 AM	12:00 PM
02/26	DELEGATION FOR SUPERVISORS	9:00 AM	12:30 PM
02/26	TEAM BUILDING FOR SUPERVISORS	1:30 PM	5:00 PM
03/03	COACHING FOR SUPERVISORS	9:00 AM	12:30 PM
03/04	EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
03/04	CUSTOMER SERVICE: PRACTICES	9:00 AM	12:30 PM
03/04	CUSTOMER SERVICE: OFFICE ETIQUETTE	1:30 PM	5:00 PM
03/24	MANAGING PUBLIC RECORDS	8:30 AM	9:30 PM
03/24	NV RECORDS RETENTION & DISPOSITION SCHEDULES	9:45 AM	12:00 PM
03/24	DESIGNING EFFECTIVE FILING SYSTEMS	1:00 PM	3:00 PM
03/24	MANAGING YOUR DESKTOP CLUTTER	3:15 PM	5:00 PM
03/25	SEXUAL HARASSMENT PREVENTION (Revisited)	9:00 AM	11:30 AM
03/25	SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
03/30	CHANGE HAPPENS: DEALING WITH IT	9:00 AM	12:30 PM
03/31	SETTING GOALS TO ACHIEVE RESULTS	9:00 AM	5:00 PM
04/06	ALCOHOL AND DRUG TESTING PROGRAM	9:00 AM	11:00 AM
04/06	PROGRESSIVE DISCIPLINARY PROCEDURES	1:00 PM	5:00 PM
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04/20	COMMUNICATION: WRITING FOR SUCCESS II	1:30 PM	5:00 PM
04/22	COMMUNICATION: WHAT'S MY STYLE	9:00 AM	12:30 PM
04/22	COMMUNICATION CONFLICT: WHAT NOW?	1:30 PM	5:00 PM
04/28	DECISION MAKING FOR SUPERVISORS	9:00 AM	12:30 PM
04/28	LEADERSHIP FOR SUPERVISORS	1:30 PM	5:00 PM
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05/06	SEXUAL HARASSMENT PREVENTION (Revisited)	1:30 PM	4:00 PM
05/11	EQUAL EMPLOYMENT OPPORTUNITY	9:00 AM	4:00 PM
06/09	MOTIVATION FOR SUPERVISORS	9:00 AM	12:30 PM
06/15	ORIENTATION TO STATE EMPLOYMENT	8:30 AM	12:00 PM
06/23	SEXUAL HARASSMENT PREVENTION (New Employees)	9:00 AM	12:00 PM
06/24	IT'S ALL ABOUT ATTITUDE: IT'S ALL ABOUT ME	9:00 AM	12:30 PM
06/24	MANAGING MEETINGS	1:30 PM	5:00 PM

Day 1 Day 2 Day 3

Course Name

**Start
Time**

**End
Time**

To Register For Classes:

All State Employees go to: <http://neats.state.nv.us/NEATS>

**External Employees (Universities, Community Colleges, City, County, ETC.) go to:
<http://training.state.nv.us/NEATS>**